



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING AGENDA
THURSDAY, JUNE 9, 2022 at 7:00 p.m.**

**SOUTH PASADENA PUBLIC LIBRARY
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Library Board of Trustees Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library Board of Trustees Meeting will be conducted in-person from the Ray Bradbury Conference Room on the Library's 2nd Floor, located at 1100 Oxley Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Advisory Body may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
3. <https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>
4. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID

CALL TO ORDER: President Dean Serwin

ROLL CALL President Dean Serwin
 Vice President Bianca Richards
 Secretary Annie Chang Long
 Trustee Kenneth Gross
 Trustee F.J. Pratt

COUNCIL LIAISON: Councilmember Diana Mahmud

PUBLIC COMMENT GUIDELINES

The City welcomes public input. If you would like to comment on non-agenda items and an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 2:

Email public comment(s) to lbt@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 p.m., June 9, 2022

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. Public Comment**ACTION/DISCUSSION****2. Minutes of the Special Library Board of Trustees Meeting of May 26, 2022****Recommendation**

It is recommended that the Commission review and approve the May 26, 2022 Special Meeting Minutes.

3. Strategic Planning**4. Parcel Tax Renewal****5. LBT Accomplishments and Work Plan****6. Library Administrative Policies Overview****7. Library Operations Update****COMMUNICATIONS****8. Board President Communications****9. Board Member Communications****10. Council Liaison Communications**

- 11. Friends of the Library Representative
- 12. Trustee Liaison to the Friends
- 13. Library Director

ADJOURNMENT

PUBLIC ACCESS TO AGENDA DOCUMENTS


Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA

The complete agenda packet may be viewed on the City’s website, www.southpasadenca.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting.

The City’s YouTube Channel may be accessed at:
https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **June 9, 2022**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

6/6/2022	/S/	
Date		Sean Faye, Library Administrative Secretary



**South Pasadena Public Library
SPECIAL MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
May 26, 2022**

CONVENE:

President Dean Serwin called the special meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on May 26, 2022 at 7:04 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
F.J. Pratt
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Diana Mahmud, Council Liaison
Margaret Lee, Measure L Committee
Sally Kilby, Member of the Public
Sean Faye, Administrative Secretary

The Library Board of Trustees held a moment of silence for the victims of the tragedy in Uvalde, Texas.

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. **Review and approve draft minutes of the regular meeting held May 12, 2022**

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the regular meeting of the Library Board of Trustees held May 12, 2022.

AYES:	Gross, Long, Pratt, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	None

3. **Special Tax Renewal**

The Board discussed their recommendation to the City Council regarding the term of renewal for the Library Special Tax. It will be recommended to Council that they put the measure on the ballot for the 11/8/22 General Municipal Election. The Board deliberated whether the Special

Tax should be renewed in perpetuity until repealed by a majority vote of the South Pasadena electorate, or for a limited term.

A public comment was made by Margaret Lee of the Measure L Committee. She stated that the Measure L Committee has debated whether the renewal should be for a set term limit or evergreen without reaching a firm conclusion. A term limit of 7-10 years may be more palatable. The Committee is awaiting the input from their consultant.

A public comment was made by Friends Board member Sally Kilby. She favors passing the measure as an evergreen tax, but would set a limit of 10 years if the initiative that would potentially impact evergreen taxes is on the ballot.

Library Board President Dean Serwin is in favor of pursuing an evergreen renewal of the Parcel Tax, but pending the advice of the City Attorney or Measure L consultant, recommended it be renewed for 9 years.

Suggested language for the ballot question was reviewed, and the following was proposed by Councilmember Mahmud: "To maintain funding for the operation and maintenance of the South Pasadena Public Library, shall an ordinance be adopted continuing South Pasadena's Library Special Tax, until terminated by a majority vote of the electorate in South Pasadena."

The Board wants the community to understand that part of the reasoning to make the initiative evergreen is to avoid the needless and significant cost of the renewal process. Those costs are associated with the advocacy committee and the election itself.

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, for the Board to request the City Council ask for renewal of the Library Special Tax until it is terminated by a majority vote of the electorate.

AYES:	Gross, Long, Pratt, Richards, Serwin
NOES:	None
ABSENT:	None
ABSTAIN:	None

[Margaret Lee left the Library Board of Trustees meeting at 7:56 p.m.]

4. Trustees Annual Report and 2022-2023 Work Plan

The Board discussed their accomplishments and which items from their 2022-2023 Work Plan to present at the 6/22/22 Commissioner Congress.

It was agreed to highlight the following accomplishments: hosting an in-person event for the first time in more than two years to honor the library's volunteers; the safe return to in-person library services as of 5/17/2021; and the standardization of library hours, with a consistent opening time of 10:00 a.m. 6 days/week, as of 4/4/2022.

The Trustees' Fiscal Year 2022-2023 Work Plan will include: raising awareness in the community of the Library Special Tax renewal for the 11/8/2022 General Election; working to

adopt the 2023-2028 Library Strategic Plan; a comprehensive review and update of the Library’s administrative policies.

COMMUNICATIONS:

Secretary Annie Chang Long thanked Library staff that volunteered for the Asian American and Pacific Islander (AAPI) Heritage month event on 5/21/22 and the diversity of books offered to the community. Secretary Long also expressed appreciation for the efforts of the Children’s Librarian staff for the Summer Reading Program.

President Serwin thanked everyone for their time and the robust, congenial, and thorough discussion.

Vice President Bianca Richards was happy to hear support for the Library at the most recent Budget meeting. Vice President Richards is also happy to see children taking part in in-person Library events again.

Trustee Kenneth Gross thanked everyone for their accommodations in scheduling tonight’s special meeting.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, June 9, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

ADJOURNMENT: President Dean Serwin adjourned the special meeting of the Library Board of Trustees on May 26, 2022 at 8:17 p.m.

Minutes approved _____ as written.
Minutes approved _____ as corrected.

President Date



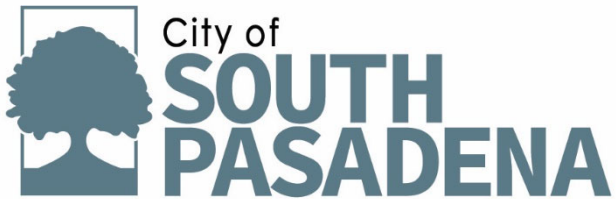
ITEM 5
Library Board of Trustees
June 9, 2022

ANNUAL COMMISSION REPORT 2022

City of South Pasadena

Library Board of Trustees

DRAFT



A Message from the Commission Chair

Sincerely,

Dean Serwin
Library Board of Trustees, President

Purpose Statement

Under the provisions of the State of California Education Code, the South Pasadena Public Library is administered by a board of library trustees whose powers and duties include establishing rules and regulations for the administration of the library, reviewing and submitting an annual operating budget to the city manager, and making recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian. The Board is also responsible for providing input to the City Librarian on library needs and traditions, and community attitudes and values. It promotes library interests within the community and supports funding at a level adequate for a well-qualified staff, a well-balanced collection, and a well-maintained building.

Library Board of Trustees

Dean Serwin	Commission Chair
Bianca Richards	Commission Vice-Chair
Annie Chang Long	Commission Secretary
Kenny Gross	Commissioner
F.J. Pratt	Commissioner
Diana Mahmud, Councilmember	City Council Liaison
Cathy Billings, Director	Staff Liaison

Library Board of Trustee meetings are held every second Thursday of the month at 7:00 p.m. Meetings are held at: South Pasadena Public Library, Ray Bradbury Conference Room, 1100 Oxley Street, South Pasadena, California, 91030. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual/hybrid mode.

Accomplishments

Hosted an in-person library volunteer recognition event for the first time in more than two years.

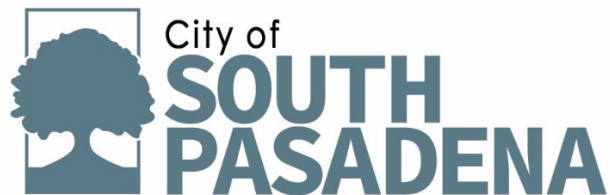
Safely returned to in-person library services as of May 17, 2021.

Standardized library hours, with a 10:00 a.m. opening time 6 days per week as of April 4, 2022.

DRAFT

ANNUAL WORKPLAN FY 2022-2023

Library Board of Trustees



Fiscal Year 2022-2023 Work Plan

Raise awareness in the community of the Library Special Tax renewal, which is anticipated to be on the November 8, 2022 General Municipal Election ballot.

Engage in the five-year (2023-2028) library strategic planning process and encourage participation by the community.

Undertake a comprehensive review and update of library administrative policies.

LAPM Section	Name	2022 Review Status	Staff	Recommendation	Adopted	Last Reviewed/Amended	Years Since Last Review/Amendment	Note	
Administration	1.1	Commercial Filming in the Library			1991	2002	20		
	1.2	Display Policy			1985	2002	20		
	1.3	Gifts to the Library Policy			1991	2001	21		
	1.4	Giveaway Publications	Complete	Maida	2007	2021	1		
	1.5	Policy on Limitations of Use of Steinway Piano			2007	2007	15	Never reviewed/amended	
Board	2.1	Board of Trustees Expenses		Include in LBT Manual	1990	2003	19		
	2.2	Substantive Issues Policy		Include in LBT Manual	1994	2001	21		
	2.3	Authorization to Discard or Surplus Library Equipment or Materials			2015	2015	7	Never reviewed/amended	
Collections	3.1	Collection Maintenance Policy		Maida	1991	2000	22		
	3.2	Materials Selection Policy		Maida	1985	2001	21		
	3.3	Graphic Novel Selection Policy		Maida	Incorporate into materials selection policy	2010	2010	12	
	3.4	Video Materials Policy		Maida	Incorporate into materials selection policy	2007	2007	15	Never reviewed/amended
	3.5	Local History Collection Policy	Complete	Olivia		1985	2021	1	
	3.6	Request for Reconsideration of Library Materials				1985	2001	21	
	3.7	Request for Reconsideration of Library Material Procedure			REVISE as attachment - procedure, not policy	1985	1998	24	
Personnel	4.1	Disclosure of Staff Schedules			1993	2001	21		
	4.2	In-Charge Policy		Emergency Plan-related	1991	2010	12		
	4.3	Library Dress Code	In review - est. to LBT xx/xxxx		2006	2011	11		
	4.4	Volunteer Policy		Check w/HR	1990	2001	21		
	4.5	Volunteer Background Checks		Combine w/Sec Clearance policy	1997	2002	20		
	4.6	Security Clearance Policy for Volunteers to Work with Children		Not covered in City policies - check w/HR	2010	2010	12	Never reviewed/amended	
Public Services	5.1	Library Card Policy		Barb	2006	2018	4	2018 trivial amendment to align w/fee schedule	
	5.2	[Patron] Confidentiality Policy	In review - est. to LBT xx/xxxx	Barb	1997	2006	16		
	5.3	Community Room Policy			1982	2016	6	2018 trivial amendment to align w/fee schedule	
	5.4	Ray Bradbury Conference Room Policy	Complete		2000	2021	1		
	5.5	Internet and Wi-Fi Acceptable Use Policy			See pg 79 - Internet Rules / pg 82 User agreement	1999	2006	16	Children Rules here, too
	5.6	Library Rules of Use and Behavior			Obsolete? Predecessor of Code of Conduct	1989	2004	18	
	5.7	Library Code of Conduct				1988	2019	3	Teen Room Update in 2019
	5.8	Procedure for Patrons Exhibiting Disruptive Behavior			If needed, REVISE as atch to Code Conduct - procedure, not policy	2006	2006	16	Never reviewed/amended
	5.9	Policy on Unsupervised Children in the Library		Maida		1988	2003	19	
	5.10	Procedures for Unsupervised Children in the Library		Maida	REVISE as attachment - procedure, not policy	1988	1997	25	
	5.11	Request for Review of Library Services			Remove or if needed REVISE as attachment-form, not policy	1997	2001	21	
Security/Safety	6.1	Authority to Close the Library for Power Outages and Other Emergencies		Emergency Plan-related	2014	2014	8	Never reviewed/amended	
	6.2	Policy on Harassing and Stalking Behavior		Remove - Covered by law and Code of Conduct	1995	2002	20		
	6.3	Risk Management			1986	2001	21		
	6.4	Suspected Theft of Library Materials			1993	2002	20		

Policies to Potentially Add	NOTE
Service Animal Policy	
Percentage of sales of books/films/cds, etc. at events	
Art Donation Policy	
Minimum Staffing Policy	Emergency Plan-related
Donated materials policy / discarded library materials policy (FOL)	(see gifts to the lib: 1.3) FOL/LFLs/Discover Books/Better World Books
Website links to external content	
Complaint policy?	see 5.11
Fee purging (really a City policy, but should document here?)	

RESCINDED

City Council Recordings Policy	Likely obsolete - Remove	LBT Rescinded 9/14/2020
Community Service Volunteer Policy	Obsolete - Remove	LBT Rescinded 9/14/2020
Internship Policy	Obsolete - Remove	LBT Rescinded 9/14/2020
Policy on Monitoring of Examinations	Sservice not offered - Remove	LBT Rescinded 9/14/2020
Policy for Reproduction of Historic Photographs	Te oextent needed, incorporated into LH Coll Pol	LBT Rescinded 3/11/2021